

ADMINISTRATIVE - INTERNAL USE ONLY

21 July 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 21 July 1983 [redacted]

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period. [redacted]

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Memorial Wall and Book: Two new stars were added to the Memorial Wall, and the name Robert C. Ames was entered in the Book of Honor. Both pages of the book are now completely filled, and future additions will require turning the page or reprinting the names and dates in a reduced format. [redacted]

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b. Additional Parking for [redacted] Building: On 14 July, Office of Logistics (OL) personnel and a representative of the consulting A&E firm met with representatives of the National Health Laboratories (NHL) to discuss a proposal to develop additional parking spaces adjacent to the [redacted] Building. NHL requested that OL prepare several options for their consideration on how this project might be negotiated and what the costs would be. [redacted]

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c. Projections for Vacating Buildings: On 14 July, a meeting was held with representatives of OL, National Capital Region, and General Services Administration (GSA) in response to GSA's request that this Agency identify buildings we plan to vacate when we get the new building on the Headquarters compound. It was agreed that this information could only be provided on a classified basis and would be very tentative at this time. GSA was also informed that we could no longer provide detailed information regarding Agency real property holdings on an unclassified basis, although we would continue to provide specific information to cleared individuals on a classified basis. [redacted]

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d. Procurement of Car for the DDI: An automobile has been procured for the Office of the Deputy Director for Intelligence. The Oldsmobile Cutlass Broughan, equipped equal to those cars of the other Deputy Directors was delivered on 20 April 1983. Arrangements were made with the Office of Finance to pay for the car at the time of delivery in order to facilitate titling.

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e. Consolidation of Recruitment Advertising Requirements: Currently, separate contracts with different companies are in effect for recruitment advertising on behalf of the Office of Personnel (OP) and the CT Task Force (CTTF). Through discussions with both offices, it was determined that these requirements can be combined and award will be made to one advertising firm for FY 1984 recruitment advertising on behalf of both offices. A meeting was held on Wednesday, 20 July 1983, with representatives of OP and the CTTF to develop a mutually acceptable RFP leading to competitive award of a FY 1984 consolidated recruitment advertising contract.

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f. Rebadging Program: To assist the Office of Security (OS) in the rebadging program, the Prepress Branch, Printing and Photography Division, converted an entire personnel name list from a VM file to an ETECS file for typographic output. Badge ID cards, containing one-inch letters, have been produced for OS to be used when photographing all employees during the rebadging process.

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3. Significant Events Anticipated During the Coming Week:

None.

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Daniel C. King